

Operation & Maintenance Manual



Designed and assembled in the UK by Grease Monkey Infrastructure, the VeloBox provides a secure, weather-resistant solution for long-term cycle parking.

The VeloBox has been developed to maximise cycle parking capacity within a compact footprint while maintaining excellent accessibility, durability and user experience. A standard VeloBox can accommodate up to six bicycles per hangar using alternating high and low cycle rack positions.

This allows two hangars to fit into a single car parking bay footprint using alternating high and low cycle rack positions.

The structure incorporates galvanised and coated steel components, high-security locking systems and replaceable serviceable parts to provide a long operational lifespan with minimal maintenance requirements.

This manual has been prepared to assist asset owners, maintenance teams and contractors in safely operating, inspecting and maintaining the VeloBox system throughout its service life.



Operation & Maintenance Manual

Table of Contents

1. Safety information	3
2. Operating instructions - Hangar access with a key	3
3. Operating instructions - Hangar access with a digital lock	4
4. Operating instructions - Hangar access with a combination lock	4
5. Routine Maintenance Schedule	5
6. Plastisol Coated Steel Cladding - Maintenance and cleaning	6
7. Graffiti Removal	7
8. Mould and Organic Growth Removal	7
9. Touch-Up and Surface Repairs	8
10. Treatment of Edge Corrosion	8
11. Annual Inspection Requirements	9
12. Galvanised Steel Components	10
13. Powder Coated Components	11
14. Stainless Steel Components	12
15. Lock and Key Maintenance	13
16. Replacement Parts	14
17. Warranty Guidance	14
18. Contact Information	15

Operation & Maintenance Manual

1. Safety Information

- Only authorised users should access the VeloBox
 - Do not overload the cycle racks beyond their intended use
 - Ensure the door opening area remains free from obstructions
 - Maintenance activities should be undertaken by competent personnel using suitable PPE
 - Take care when operating doors during high winds
 - Never modify structural components without approval from Grease Monkey Infrastructure
-

2. Operating Instructions - Hangar Access with a Key

Opening the VeloBox

1. Insert the authorised key or operate the approved digital locking system.
2. Unlock the locking mechanism fully using the key in an anti-clockwise motion.
3. Lift the door using the handle.
4. The gas strut assisted opening system will support the door during operation.

Closing the VeloBox

1. Lower the door carefully using the handle.
2. Ensure the door closes fully into the frame.
3. Engage the locking mechanism fully using the key in a clockwise motion.
4. Confirm the hangar is securely locked before leaving.



 Subtitle VeloBox Operating Instructions.mp4

Operation & Maintenance Manual

3. Operating Instructions - Hangar Access with a Digital Lock

Opening the VeloBox

1. Follow the instructions on the VeloBox carefully.
2. Unlock the locking mechanism fully, using your bluetooth device.
3. Lift the door using the handle.
4. The gas strut assisted opening system will support the door during operation.



Closing the VeloBox

1. Lower the door carefully using the handle.
2. Ensure the door closes fully into the frame.
3. Engage the locking mechanism, using your bluetooth device.
4. Confirm the hangar is securely locked before leaving.

 ParkMyBike Instruction Video .mp4

4. Operating Instructions - Hangar Access with a Combination Lock

Opening the VeloBox

1. Use the correct pin code. The code is accepted and the green light blinks.
2. Unlock the locking mechanism fully, using the turn handle on the lock.
3. Lift the door using the handle.
4. The gas strut assisted opening system will support the door during operation.



Closing the VeloBox

1. Lower the door carefully using the handle.
 2. Ensure the door closes fully into the frame.
 3. Engage the locking mechanism, using the turn handle on the lock.
 4. Confirm the hangar is securely locked before leaving.
-

Operation & Maintenance Manual

5. Routine Maintenance Schedule

The following maintenance activities are recommended to ensure optimum performance and service life.

Item	Maintenance Activity	Frequency
Locking rods	Apply lithium grease to exposed rod ends and moving parts	Every 6 months
Hinges	Apply lithium grease using brush or spray applicator	Every 6 months
Gas struts	Inspect for wear or damage. Do not oil piston rods	Every 6 months
Mechanical locks	Lubricate cylinder using approved dry lubricant	Every 6 months
Digital locks	Check battery condition and operation	Every 6 months
Fixings & bolts	Check all fixings remain tight and secure	Every 6 months
Cladding	Clean surfaces and inspect for damage	Every 6 months
Internal area	Remove litter, leaves and debris	Every 6 months
Structural frame	Inspect for damage, corrosion or impact	Every 6 months
Cycle racks	Inspect for deformation or loose fixings	Every 6 months

Operation & Maintenance Manual

6. Plastisol Coated Steel Cladding

General Maintenance

Rainwater is often sufficient to maintain the appearance of external coated surfaces. However, accumulated dirt, leaves and organic debris should be removed periodically to minimise staining and the risk of corrosion.

Cleaning should be carried out using:

- Fresh clean water
- Soft-bristled brush or cloth
- Mild household detergent solution

After cleaning, surfaces should always be rinsed thoroughly with clean water.

Cleaning Precautions

The following should be avoided:

- Abrasive pads or brushes
- Strong solvent cleaners
- Excessively concentrated detergents
- Prolonged scrubbing of coated surfaces

Where required, substances such as tar or adhesive residue may be removed using mineral spirits, followed by immediate washing with clean water.

Always clean from the top of the hangar to the bottom.

Operation & Maintenance Manual

7. Graffiti Removal

Graffiti should be removed as soon as possible after application.

Use a graffiti remover suitable for non-porous coated surfaces and follow the manufacturer's instructions.

Once graffiti has been removed:

1. Wash the affected area using fresh water.
 2. Rinse thoroughly.
 3. Inspect for coating damage.
-

8. Mould & Organic Growth Removal

In damp or heavily wooded environments, mould, lichen or algae growth may occur on coated surfaces.

Affected areas should be:

1. Washed using mild detergent.
2. Treated using a suitable anti-fungal cleaning solution.
3. Rinsed thoroughly with clean water.

All operators should follow relevant COSHH guidance and use suitable PPE.



Operation & Maintenance Manual

9. Touch-Up and Surface Repairs

Minor scratches and coating damage should be repaired promptly to prevent corrosion.

Repair Procedure

1. Remove loose coating material.
2. Abrade damaged area back to sound metal.
3. Clean and dry the area thoroughly.
4. Apply anti-corrosive primer.
5. Apply a suitable colour-matched topcoat.

Touch-up paint should only cover the damaged area to minimise visible colour variation over time.

10. Treatment of Edge Corrosion

Where edge corrosion is identified:

1. Remove all loose coating material.
2. Abrade back to clean bright metal.
3. Clean and dry thoroughly.
4. Apply anti-corrosive primer.
5. Apply a second primer coat extending slightly beyond the damaged area.
6. Apply a suitable topcoat.

Where corrosion is extensive, replacement panels may be required.

Operation & Maintenance Manual

11. Annual Inspection Requirements

An annual inspection should be carried out throughout the operational life of the VeloBox.

Inspection Checklist

Inspection Item	Action Required
Debris accumulation	Remove leaves, litter and dirt
Dirt staining	Wash affected areas
Mould growth	Clean and treat surfaces
Surface damage	Touch up or repair coatings
Loose fixings	Tighten or replace fixings
Corrosion	Treat affected areas
Door alignment	Adjust and inspect hinges
Gas struts	Replace if performance deteriorates
Lock operation	Lubricate and test
Rack condition	Repair or replace damaged components

Operation & Maintenance Manual

12. Galvanised Steel Components

The VeloBox frame and structural steel components are manufactured from hot dip galvanised steel to provide long-term corrosion resistance.

Cleaning

Galvanised components should be cleaned every 3–6 months depending on environmental conditions.

Clean using:

- Mild detergent solution
- Soft bristle brush
- Fresh clean water rinse

Do not use abrasive tools.

White Rust

Galvanised surfaces may occasionally develop white oxide deposits where moisture becomes trapped.

This should be:

1. Cleaned using a mild acetic acid solution.
 2. Rinsed thoroughly with clean water.
 3. Monitored during future inspections.
-



Operation & Maintenance Manual

13. Powder Coated Components

Powder coated components may include:

- Side panels
- Handles
- Custom panels
- Optional branding panels

Cleaning

Clean using:

- Mild detergent solution
- Soft cloth or brush
- Clean water rinse

Avoid:

- Abrasive cleaners
- Strong solvents
- Wire brushes

Repair

Minor chips should be:

1. Abraded lightly.
2. Primed using anti-corrosive primer.
3. Recoated using suitable aerosol or touch-up paint.

Severe damage may require component replacement.



Operation & Maintenance Manual

14. Stainless Steel Components

Stainless steel components may include:

- Lock rods
- Face plates
- Security fixings

Cleaning

- Use mild detergent and warm water
- Rinse thoroughly after cleaning
- Use stainless steel cleaner where required

Avoid abrasive products.

Repair

Light scratches may be repaired using:

- 240 grit emery cloth
- Light lubricating oil

Always follow the grain direction on brushed finishes.



Operation & Maintenance Manual

15. Lock and Key Maintenance

Key Maintenance

Before inserting keys into lock cylinders:

- Remove dirt and debris from keys
- Clean keys using a lint-free cloth

If keys become contaminated:

- Use only approved lubricants
- Avoid WD40 or heavy oils

Cylinder Maintenance

Lock cylinders should be lubricated periodically using approved lock lubricant.

[Approved Lock Lubricant](#) Ambersil 40+

This helps:

- Remove debris
- Prevent contamination
- Maintain smooth operation

In freezing conditions:

1. Defrost using warm water if required.
2. Flush moisture from the cylinder using lubricant.
3. Ensure the cylinder is dry before reuse.

Combination Lock Maintenance

Please refer to manufacturers' instructions.

Bluetooth Locking System Maintenance

Please refer to manufacturers' instructions.

Operation & Maintenance Manual

16. Replacement Parts

Grease Monkey Infrastructure can supply replacement:

- Gas struts
- Lock cylinders
- Keys
- Hinges
- Cladding panels
- Rack components
- Handles
- Fixings

Only approved replacement parts should be used.

17. Warranty Guidance

The VeloBox is designed for long-term external use.

The standard structural warranty applies subject to:

- Correct installation
- Appropriate use
- Reasonable maintenance
- Regular inspections

Damage caused by misuse, vandalism, collision, fire or unauthorised modification may invalidate warranty coverage.

Operation & Maintenance Manual

18. Contact Information

Grease Monkey Infrastructure

Website: www.greasemonkey.cc

Email: info@greasemonkey.cc

For technical support, replacement parts or maintenance guidance, please contact the Grease Monkey Infrastructure team on 0131 260 9739.

This Operation & Maintenance Manual has been prepared for the VeloBox cycle hangar system and should be retained for future reference by the asset owner or maintenance provider.